

Policy & Procedure

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Psychometric Assessments

Aim

The aim of this policy and procedure is to ensure that recruitment applicants, as well as staff, are aware of how ESA uses psychometric assessments. Additional guidance and support will be provided to applicants, staff members and managers by HR as required.

Introduction

ESA uses psychometric assessments to enhance the quality and quantity of information available for recruitment and selection decisions, as well as to support staff development.

Psychometric assessments include:

- **aptitude assessments** – designed to measure potential performance in a given area
- **ability assessments** – designed to measure a specific competence, such as verbal reasoning or clerical checking
- **personality questionnaires** – designed to look at the typical behaviour, interpersonal style, preferences and tendencies of an individual at work

ESA is committed to the highest standards of practice in the use of all psychometric assessments, in order to maximise the benefits of such assessments to the organisation and the individual, and to promote fairness and equality of opportunity for all.

Overall responsibility for assessment standards

HR is responsible for ensuring that all in-house psychometric assessments are carried out in accordance with this policy and procedure. The Human Resources Officer will coordinate and carry out in-house psychometric assessments. They will be trained to use and interpret the results of psychometric assessments and will provide appropriate information and guidance to hiring managers and those individuals completing the assessments.

A decision may be taken to outsource psychometric testing for a particular recruitment process. In such cases, the provider will be responsible for ensuring compliance with the relevant rules and procedures related to the assessment method selected.

Use of assessments

Psychometric assessments will be used in the following circumstances:

1. Recruitment & selection processes:

In order to select the most suitable candidate, ESA will use information from a combination of technical and competency based interviewing, in-house assessments and psychometric assessments.

All psychometric assessments will be selected for their relevance to the recruitment process, based on the responsibilities of the position in question and relevant essential and desirable criteria set out in the vacancy announcement. The psychometric assessments to be used will be agreed on by the HR Officer and the hiring manager. This will normally include a personality questionnaire, with feedback on the results being provided by the HR Officer to the candidate and the hiring panel.

2. Individual/team development:

Individual staff members or teams may be offered the opportunity to complete relevant psychometric assessments in order to help them identify their strengths and potential areas for personal and professional development. Individuals will receive confidential feedback on the results in a meeting with HR. The staff member(s) will then discuss the results with their Director and agree on any steps to be taken to support their development.

3. Departing staff members:

Departing staff members will be offered the opportunity to complete a personality questionnaire. They will receive feedback on the results in a confidential meeting with HR. The aim is to provide support for their future career progression, by helping them identify any areas for personal and professional development. This is also a valuable opportunity to gain experience of completing psychometric assessments, which are widely used in recruitment processes.

Equal opportunities & fairness

ESA is committed to selection based on merit and only assessments that are clearly relevant to job demands will be used in recruitment processes.

ESA is committed to dealing fairly with all individuals completing psychometric assessments. We will be open and honest about the use of assessments, provide suitable practice materials and relevant feedback whenever assessments are used.

If a recruitment candidate or staff member requires reasonable adjustments to be made in order for them to undertake a psychometric assessment, they should contact the HR Officer in advance to request this. Assessments may be compatible with screen readers for candidates with visual impairments.

Interpretation of assessment results

Assessment results will only be interpreted by a trained individual on the basis of relevant norm groups and in accordance with the relevant guidance and formulae produced by the assessment provider.

For selection purposes, a candidate's assessment results are considered to be valid for any similar position for 12 months from the date of the assessment. Candidates may be re-assessed after six months at their request. Candidates may be re-assessed within a shorter period at the discretion of the HR Officer and should supply details in support of their request in writing.

Storage & retention of assessment results

All assessment results will be stored securely. Access will be restricted to the Director of Administration, HR staff and recruitment panel. Individuals will be provided with a copy of their assessment results on request. All hard copies of psychometric assessment results will be destroyed on completion of the recruitment exercise and all electronic copies will be deleted from the online system after 12 months.